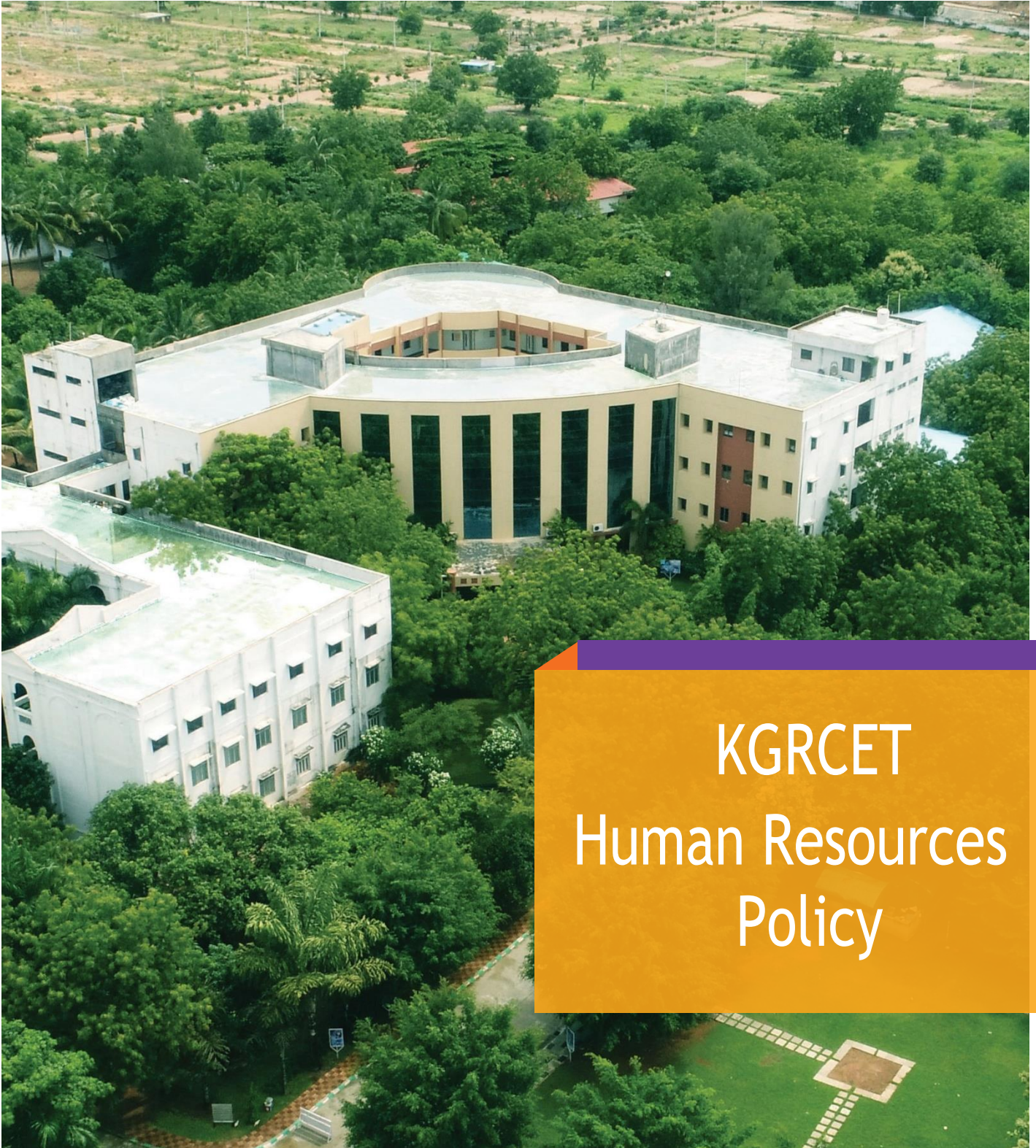


• **HUMAN RESOURCE POLICY MANUAL**



KGR CET
Human Resources
Policy



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These policies shall be called "KG Reddy College of Engineering & Technology (KGR CET), HR Policy" and comes into force from the month of August 2023. These rules supersede all the rules put into force, previously. These rules shall apply to two categories of employees (Teaching and Non - Teaching Staff Members).

1. VISION & MISSION OF THE INSTITUTE

Vision

To become an institution which is internationally recognized for its holistic approach to engineering, innovative teaching and learning culture, research and entrepreneurial ecosystem, and sustainable social impact in the community.

Mission

- To offer undergraduate and post-graduate programs which are supported through industry relevant curriculum and innovative teaching and learning processes that would help students succeed in their professional careers.
- To provide faculty and students with an ecosystem that fosters innovation, research, entrepreneurship, and international exposure through strategic partnerships with government organizations and collaboration with industries.
- To provide holistic learning environment to students which will contribute to their personal and professional growth and enable them to become leaders in their respective fields.
- To contribute to the development of the region by using our technological expertise to work with nearby communities and support them in their social and economic development.

2. ABOUT THE INSTITUTE

KG Reddy College of Engineering & Technology (KGR CET) was established in the year 2008, is a private self-financing Autonomous institution approved by AICTE, New Delhi and affiliated to Jawaharlal Nehru Technological University Hyderabad (JNTUH), Kukatpally, Hyderabad, Telangana State. KGR CET founded and managed by Aristotle Educational Society known for its commitment to offer world-class Engineering Education with quality technical teaching and best of infrastructure. The institution is accredited by NAAC

with A+ grade and NBA. After receiving Autonomous status redefined its tagline to "Engineering India's Changemakers" with a goal to transform our students to become India's future change makers through an innovation driven curriculum aimed to solve problems in the society. Our educational system is designed to enable holistic student development that transforms our students into leaders in the industry and society. KGR CET is committed to graduate engineers who are empathetic, problem-solvers, and advocates for equity, climate change, and social justice in their communities.

The institution in future aims to become a role model to other across the country in terms of innovations in teaching and learning, meaningful community engagement, and research and entrepreneurial ecosystem.

KGR CET offers B.Tech. programs Computer Science and Engineering, CSE (Artificial Intelligence and Machine Learning), CSE (Data Science), Electronics and Communications Engineering, Mechanical Engineering, Civil Engineering and Master of Business Administration (MBA). The following Center's of Excellence have been established to drive the vision and mission of the institution.

Center's of Excellence

- Center for Engineering Education Development (CEED)
- Center for Innovation and Social Transformation
- Center for Research Innovation and Development
- KGR Accelerator for Social Entrepreneurship

3. RECRUITMENT PROCESS

The process of recruitment will be in accordance with the AICTE/ JNTUH guidelines.

- Staff requirement details will be collected from the HODs before commencing the academic year and will be placed in front of the management approval to advertise in the newspapers.
- Advertisement will be given in newspapers/ recruitment portals by mentioning qualifications, Experience etc.

- The details of the open positions like eligibility criterion, scales of pay and other conditions are displayed on the institutional website also.
- After receiving the applications/resumes, it will be scrutinized and shortlisted.
- Shortlisted candidates will be called for interview by the HR department on the prescribed date with the personal interview and demonstration.
- The selection committee will submit the selection list to HR – Head for further process.
- An offer letter signed by Director/ Principal shall be issued to the selected candidate.
- The candidate will meet the principal and report to duty within the specified joining date as mentioned in the letter signed by the Principal and submit all his/her original documents to the Office.
- In case the candidate requests for an extension of joining period, the same shall be examined by the principal/HR Head suitable decision will be conveyed to the candidate.
- In case, the chosen candidate does not report within the prescribed time, his/her appointment stand cancelled and a fresh Appointment order is issued to the waitlisted candidate.
- The HOD will be informed about the reporting of duty

3.1. QUALIFICATIONS AND EXPERIENCE ARE AS PER AICTE NORMS

Programme	Cadre	Qualification	Experience
Engineering & Technology	Assistant Professor	BE/B.Tech & ME/ M.Tech in relevant branch with 1st class or equivalent either in BE/B.Tech or ME/M.Tech.	0 to 2 years of experience in teaching / research /industry Candidate must have at least 2 scopus indexed conference publications
	Assistant Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years of experience in teaching / research /industry. 2 years post PhD experience is desirable Candidate must have at least 2 SCI indexed journal publications Candidate must be actively involved in professional societies.

Programme	Cadre	Qualification	Experience
Engineering & Technology	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor Candidate must have successfully guided at least 2 PhD scholars. Candidates with book publications, completed research grants, and patents granted with be preferred.
First Year/ Humanities & Science		MSc/MA with first class and NET/ SLET Qualified/ PhD Graduates are eligible for appointment as Assistant Professor in Sciences/Humanities Dept.	0 to 2 years of experience in teaching / research /industry Candidate must have at least 2 scopus indexed conference publications
Master of Business Administration (MBA)	Assistant Professor	Any Degree & MBA with first class	0 to 2 years of experience in teaching / research /industry Candidate must have at least 2 scopus indexed conference/ ABDC publications
	Assistant Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years of experience in teaching / research /industry. 2 years post PhD experience is desirable Candidate must have at least 2 SCI indexed journal publications Candidate must be actively involved in professional societies.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guided at least 3 PhD students is highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor Candidate must have successfully guided at least 2 PhD scholars.
Non - Teaching Staff		Any degree with 55% Marks or equivalent grade	0 to 5 year's experience in relevant field.

3.2 NEW FACULTY ORIENTATION AND ON-BOARDING

Orientation is a formal welcoming practice that is intended to make the new employees feel comfortable, informed about the Institution and be arranged for their position. Faculty orientation and on boarding program will be planned for 3 days in starting of the academic year.

The proposed schedule of orientation and on boarding program is follows

DAY 1

Incoming formalities

- Allocation of desk
- Setup of Email ID
- Collection of documents, ID card etc

Introduction to College

- History
- Mission Vision Statement
- Culture and value system
- Strategy plan
- Visit to central facilities (library, T&P, DSA, Administrative Office, Cafeteria)

DAY 2

Introduction to Department

- Mission, Vision, PEOs and PSOs
- Meeting with department colleagues
- Review of department administrative structure
- Overview of IQAC system
- Expectations from the faculty towards departmental work
- Visit to department facilities

DAY 3

Introduction to Centers of Excellence

- Center for Engineering Education Development (CEED)
- Center for Innovation and Social Transformation (CIST)
- Center for Research Innovation and Development (CRID)
- KGR Accelerator for Social Entrepreneurship (KASE)

About HR Policies

- Mentor allocation
- Leave policies
- Welfare Measures
- Performance appraisal system

4. HR POLICIES

4.1 Mentor allocation

The purpose of the KGR CET mentoring program is to assist the junior faculty to adjust their environment, succeed in their career goals. A mentor should provide the advice/ suggestions/ Training to the new faculty on aspects of Academics, Research and Service to the institutions.

The department head should discuss with the junior faculty assign/ allocate a mentor to each junior faculty member as soon as they have joined, and should be communicated the same to the faculty member and mentor.

4.2 Leave Policies

4.2.1 Casual Leave

- To offer undergraduate and post-graduate programs which are supported through industry relevant curriculum and innovative teaching and learning processes that would help students succeed in their professional careers.
- To provide faculty and students with an ecosystem that fosters innovation, research, entrepreneurship, and international exposure through strategic partnerships with government organizations and collaboration with industries.
- To provide holistic learning environment to students which will contribute to their personal and professional growth and enable them to become leaders in their respective fields.
- To contribute to the development of the region by using our technological expertise to work with nearby communities and support them in their social and economic development.

4.2.2 Study Leave

- Study leave may be granted to confirmed fulltime faculty after completion of two years of continuous service and not retiring within next five years, for research work.
- Authority on the recommendation of the Director, if approved by the competent authority, they will also decide the duration of the leave and the other terms. He /She will be required to furnish a bond for Rs.3.50 lakhs on non-judiciary stamp paper of Rs.20/-stating/mentioning there in that he /she will serve the institute at least for a period of 5 years after returning from the study leave.
- Study Leave cannot be claimed as a right by any employee either on the basis of length of service or because other of similar or inferior status have been granted such leave. It will be granted as the College feels the need for an employee with a special type of training.
- Study Leave may be granted to those who are considered to be most likely to profit from the studies/ Training and to use it in the interest of the College.

- Study Leave will normally be given only for the purpose of a specific study program/Training in any university or Institution, details of which must be given in the application.
- Study Leave may be granted for maximum 2 – 3years.

4.2.3 Maternity Leave

- Maternity Leave is admissible to women employees appointed on regular basis and after satisfactory completion of 3 years.
- The leave is not admissible in case of an employee, who has two or more surviving children.
- The total permissible paid leave is 6 months. Half pay will be paid every month; the remaining 50% will be paid over next 6 months after rejoining.

4.2.4 Paternity Leave

- Paternity leave of 15 days can be granted to male employees during the confinement of their wife, and such leave shall be granted only up to two children.

4.2.5 On – Duty (OD) Leave

The staff members can proceed for the On-Duty Leaves from following categories with the approval of reporting head and principal

- OD for Professional Development (FDPs, Workshops, Conferences)
- Staff Members can avail one to five days for attending the FDPs, One to three days for workshops/ Conferences) in a semester.
- OD for Research (independent studies, funded projects, PhD research)
- Faculty members can avail this category based required days approved by reporting head and Director/ Principal
- OD for Industry, Community and other Collaborations

- Faculty members can avail this category based required days approved by reporting head and Director/ Principal
- OD for Examinations
- Teaching Staff Members shall be permitted to attend Paper Valuation duty as well as Examination observer duty as per university order. The period of Examination observer duty and Paper valuation duty spent will be treated as OD.

Note

- Staff Members who are deputed for specific purpose on "On Duty" should submit the detailed report to the reporting head about the purpose for which they are deputed, on the next day.
- The Staff Members who are proceeding on "Other Duty" with the approval of Principal should produce the "Attendance Certificate" immediately on the date of reporting back to the duty after availing "OD".

4.2.6 Compensatory Casual Leave (CCL)

CCL is given to employees for carrying out the assigned work throughout the holidays

5. WELFARE MEASURES

5.1 Incentives and Awards to the staff members

- Annual Awards
 - Teaching & Non - Teaching staff will be awarded annually with the name of Annual Performance based on employee appraisal performance.

Monthly Spotlight Awards

- Teaching and Non-Teaching staff awarded monthly with the name of Monthly Spotlight Awards in various categories.

Monthly spotlight awards are announced once every month to recognize those teaching and non-teaching staff who have showcased exemplar behaviors and efforts that contributed to the to achieve the vision of KGR.

Award Categories

- KGR Change makers
- Innovative Teacher
- Star Innovator
- Star Researcher
- Leading from the Front (ownership)
- Going out of the Way (hard work)
- Student First Champion (student voice)

Enclosure: Monthly spotlight awards eligibility criteria

Special Awards

Staff Members who persist contributing their services to the Institution for a successive period of 5 years and more than will be appreciated with the awards or appreciation certificates

Special Awards

Staff Members who persist contributing their services to the Institution for a successive period of 5 years and more than will be appreciated with the awards or appreciation certificates

5.2 Recreational Programs

KGR Socials: Part of KGR Socials, will celebrate Staff birthdays, Team Building activities & fun activities once a month and Monthly spotlight awards are announced once every month to recognize those teaching and non-teaching staff who have showcased exemplary behaviors and efforts that contributed to the to achieve the vision of KGR.

5.3 Department level Retreats

Departmental level retreats will be conducted every semester ending to build the team morale and culture, encouraging the collaboration work. It helps the employees overcome their fears; motivate employees to work toward a shared goal, makes the team stronger.

5.4 Free Transportation Facility

At KG Reddy college of Engineering & Technology, we extremely value the well-being and satisfaction of our employees. As part of our ongoing commitment to creating a positive work environment, we have committed to provide free transport facility for all the staff.

5.5 ESI (Employees' State Insurance Scheme)

ESI shall provide the benefit of medical treatment from ESI hospitals. It is applicable for the employee getting gross salary Rs.15,000 or below. In this the employer's contribution is 4.75 percent while the employee contributes 1.75 percent of the salary.

5.6 Health Insurance

Accidental group insurance shall be provided to all the staff. Health insurance is provided for Rs 3,00,000 to the staff who have completed 5 years and Rs 2,00,000 to the staff who have completed 3 years.

6. PERFORMANCE APPRAISAL AND PROCESS

The employee's appraisal will be evaluated by the performance in their Academics, Research and Administrative Support.

The cycle of Appraisal Performance will begins in the month of January and ends in the month of December every year.

The flow of performance appraisal process is



6.1 Goal Setting & Mid-Year Reviews

6.1.1 Goal Setting:

- All faculty and staff are expected to fill their goal setting form and submitted to the HR every year in the month of January. The goal setting form includes faculty expectations in terms teaching, research, and administrative responsibilities to the institution.
- Goal setting meetings are conducted for all faculty and staff in the presence of the performance appraisal committee that includes Principal, Dean Academics, Dean R&D, Dean IQAC, HR Head, and respective Heads of Departments.
- The performance appraisal committee reviews the goals set by the faculty and have discussions as necessary to commonly agree upon the final goals for the calendar year.

Enclosure: Goal Setting Form

6.1.2 Mid-Year Reviews

- Head of the departments are expected to meet the faculty in mid of both the semesters to assess the progress of the faculty in terms of their goals set at the start of the calendar year. Feedback and suggestions are provided to the faculty accordingly for improvement.

- Mid - Year review are conducted for all faculty and staff where the performance appraisal committee reviews their progress towards their goals and give the feedback to improve their performance until then.

Enclosure: Mid-year Review Form

6.2 Performance Appraisal & Yearly Increment

- The official written evaluation program Self - Appraisal form of KG Reddy College of Engineering & Technology has established to provide scheduled, planned for the calendar year.

Enclosure: Performance Appraisal Form

- Presentation Appraisals shall be complete for all staff members of the organization and copies must be positioned with along with supporting documents proofs.
- The evaluation will be done by the Director, Deans, Head of the Department, Principal and HR Head will be recompense at the next level of management in the month of December.
- Increment of any employee of staff, Teaching or non – teaching will depend upon the score on self-appraisal & discussion.
- Faculty with good performance are provided with appropriate salary appraisal and the faculty with poor performance rating are given a memo and suggestions for improvements.

7. PROMOTION POLICY

Staff members belonging to all departments may be notified as assistant professors right from the date of joining given them acquire post-graduate qualifications. These promotions are need-based, i.e., to accomplish the cadre proportion required as per AICTE rules.

Faculty members or staff members belonging to other disciplines shall be promoted to next cadre based on university selection as per AICTE by the affiliated University. Internal Cadre promotions will be given based on their performance and qualification with the following designations with the approval of governing Body.

Level	Cadre	Qualification and Experience
Level 1	Professor	Minimum 10 years of teaching experience with PhD. Or Ph.D Degree in relevant branch and successfully supervised/ Co- Supervised at least two PhD scholars & completed 1 funded project Or Ph.D Degree in relevant branch and 10 research publications in SCI/Scopus indexed.
Level 2	Associate Professor – Senior Scale	Minimum 5 years teaching experience with Ph.D in relevant branch. Or Ph.D Degree in relevant branch and register as guide/ co-guide to Ph.D. scholar and secure 1 funded project

Level	Cadre	Qualification and Experience
Level 2	Associate Professor	Completed Ph.D.
	Associate Professor – Junior Scale	M.Tech. & completed Ph.D. comprehensive viva
Level 3	Assistant Professor - Senior Scale	M.Tech. & completed Ph.D. coursework
	Assistant Professor	M.Tech. & registered for Ph.D.
	Assistant Professor – Junior Scale	Fresher with M.Tech.

8. EMPLOYMENT GUIDELINES TO THE EMPLOYEE

8.1 Probation

- Every employee shall give and start the appointment is on probation for a phase of one semester from the date of his/her date of joining the duties. The time of probation may be extended by the additional time not more than one year.
- Service of an employee throughout probation may be finished without conveying any reason, the staff is deemed to have been on trial until the order declaring acceptable completion of probationary phase is communicated and informed to him, even if the declared period of break or vacation is complete.

8.2 Resignation Procedure

- No resignation will be accepted in middle of the academic year. If they do so, they have to give two months' notice or refund three months' pay. The resignation shall come into force from the date of accepting the resignation by the management or the date of submission of resignation by staff member, whichever is earlier.

- The letter of resignation has to be forwarded through proper channel.
- During the notice period no long leaves will be sanctioned. If he/she is absent from the duties during the notice period, the notice period is extended.
- The faculty should submit a No-Due Certificate provided.
- The college issues a "relieving letter" along with "service certificate" and returns the documents pertaining to the faculty.

8.3 Retirement

- The retirement of teaching faculty member age shall be as per AICTE rules.
- The retirement of other non-teaching Staff Members age shall be as per the State Government Rules or can be determined by the Management/Society.





KG REDDY
College of Engineering
& Technology
AN AUTONOMOUS INSTITUTION

